

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.																								
Explanation (Show any positions replaced) Standard MWR NAF PD										7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																													
										10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive					13. Competitive Level Code																								
																				14. Agency Use NAF																													
15. Classified/Graded by										Official Title of Position										Pay Plan					Occupational Code					Grade					Initials					Date									
a. Office of Personnel Management																																																	
b. Department, Agency or Establishment																																																	
c. Second Level Review										Gardener										NA					5003					06					SW					12-31-01									
d. First Level Review																																																	
e. Recommended by Supervisor of Initiating Office																																																	
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																													
18. Department, Agency, or Establishment																				c. Third Subdivision																													
a. First Subdivision																				d. Fourth Subdivision																													
b. Second Subdivision																				e. Fifth Subdivision																													
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																													
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																													
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																													
Signature										Date										Signature										Date																			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																													
Typed Name and Title of Official Taking Action S.J. NEW Principal Classifier																				OPM FWS Job Grading Standard for Gardening, 5003 TS-17 June 71																													
Signature										Date 12-31-01										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																													
23. Position Review										Initials					Date					Initials					Date					Initials					Date					Initials					Date				
a. Employee (optional)																																																	
b. Supervisor																																																	
c. Classifier																																																	
24. Remarks																																																	

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Gardener **POSITION NUMBER** 01-019A

JOB SERIES: 5003 **PAY LEVEL:** NA-6

Summary of Duties: Performs seasonal gardening tasks such as fertilizing, preparing seedbeds, transplanting, laying sod, aerating, pruning, trimming, and applying chemicals to plants according to seasonal schedules or project plans for assigned area and in consonance with environmental instructions. Considers suitability of weather, degree of moisture in soil, and stage of plant growth in deciding when and how to do work. Figures quantities of plants, seeds, fertilizer, and other materials needed for specific areas. May start nursery and coldframe beds independently and select proper fungicides, insecticides, and herbicides for the control of common plant diseases, plant insects, and weeds. May operate a variety of vehicles.

Performs other related duties as assigned.

Skills and Knowledge: Knowledge of gardening procedures to decide when and which standard method to use.

Knowledge of: when and how plants should be watered, when to thin or transplant plants and how to prune plants or trees to remove diseased parts and seal wounds with coating mixtures; knowledge of harvesting seeds and removing bulbs from ground for storage; knowledge of and ability to build a good soil base and place seeds at proper depth, in consideration of moisture, temperature, humidity, and ventilation requirements needed to encourage germination and growth of new plants. Ability to compute required quantities of plants, seeds and other garden materials needed for specific areas; and select and use fungicides, insecticides, and herbicides for control of common plant diseases, plant insects, and weeds. A driver's license is required when operating vehicles.

Responsibility: Supervisor assigns area, provides general instructions as to what project needs to be accomplished, and furnishes the seasonal planting and maintenance schedule for the area. Incumbent plans and carries out work according to the schedule or project assignment, within the framework of established gardening practices. Follows manufacturer's instructions on product labels regarding depth and spacing of seeds, application of chemicals and fertilizers, etc., and uses gardening procedures which are routinely performed in the local area. Supervisor is available to provide advice on new or unfamiliar gardening methods or problems.

Physical Effort: Work requires frequent walking, standing, pushing of carts and wheelbarrows, bending and stooping. Occasionally climbs ladders to prune or trim vegetation and frequently lifts heavy objects such as bags of fertilizer, grass seed, etc., weighing 40 pounds.

Working Conditions: Work is done outside and incumbent is subject to discomfort from long periods in hot sun and sometimes to chilly or rainy weather. Exposed to dirt, dust, mud and sometimes to chemical sprays and dusts. May be required to wear protective clothing.